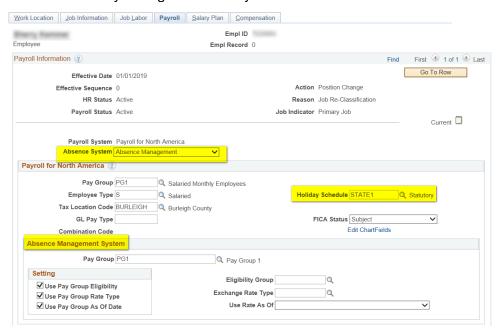# PeopleSoft
Absence Management/Time & Labor Checklist for New Hires, Transfers, and Rehires
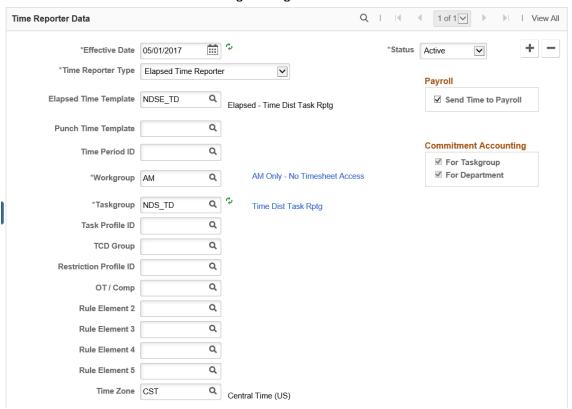
Absence Management:

Job Data: (Navigation: HR/Payroll Page>Payroll Administrator>Employee Data> Job Data)

- When doing a New Hire in Job Data make sure
  - Absence Management is picked for the Absence System
  - The Absence Management System section is filled in
  - Choose the correct Holiday Schedule

- Once OMB does the rehire or transfer in Job Data, Verify the information on
  - Payroll
    - Absence Management is picked for the Absence System
    - The Absence Management System section is filled in
    - Choose the correct Holiday Schedule

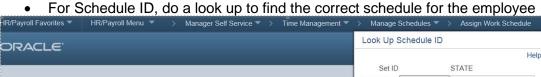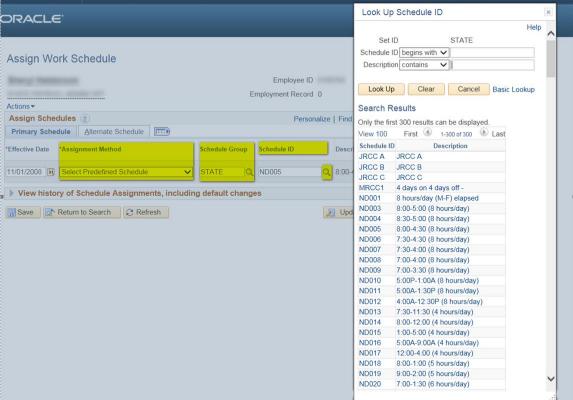And make any changes necessary or email OMB for corrections.

- If your agency doesn't use Time and Labor-
    - Add them to the Time Reporter in Job Data or Maintain Time Reporter Data with the following settings:

| Time Reporter Data | | | | Q | I | I◀ | ◀ | 1 of 1 ⌄ | ▶ | ▶I | I | View All |

*Effective Date	05/01/2017	🗓 ↻	*Status Active ⌄ ➕ ➖
*Time Reporter Type	Elapsed Time Reporter ⌄		
Elapsed Time Template	NDSE_TD Q	Elapsed - Time Dist Task Rptg	**Payroll** ☑ Send Time to Payroll
Punch Time Template	Q		
Time Period ID	Q		**Commitment Accounting** ☑ For Taskgroup ☑ For Department
*Workgroup	AM Q	AM Only - No Timesheet Access	
*Taskgroup	NDS_TD Q ↻	Time Dist Task Rptg	
Task Profile ID	Q		
TCD Group	Q		
Restriction Profile ID	Q		
OT / Comp	Q		
Rule Element 2	Q		
Rule Element 3	Q		
Rule Element 4	Q		
Rule Element 5	Q		
Time Zone	CST Q	Central Time (US)	

- By adding the employee to Time Reporter it will create a payline for any time off approved in the Supplemental pay cycle and create a paystub in Employee Self Service.

Assign Work Schedule: Make sure to add the work schedule after you are done with the hire process. (Navigation: HR/Payroll Page>Absence Management Tile>Absence Management>Assign Work Schedule)

- Under Assignment Method choose Select Predefined Schedule
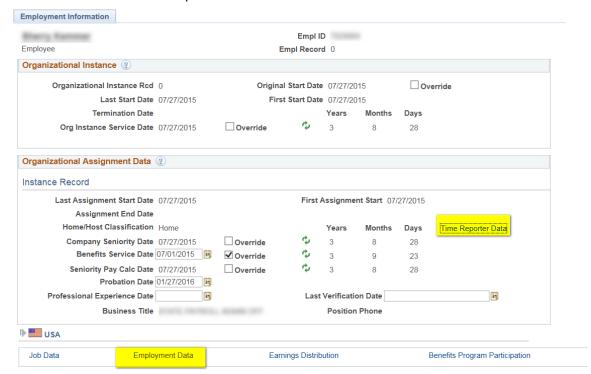- Schedule Group is STATE
- For Schedule ID, do a look up to find the correct schedule for the employee

Time & Labor:

Time Reporter: An Employee needs to be enrolled in Time Reporter for them to have access to the timesheet.

- **New Hires** (Navigation: HR/Payroll Page>Payroll Administrator Tile>Hire/Update Employee Process>Manage Hires)
  - Go to Employment Data link at the bottom of the page
  - Click on Time Reporter Data

- **Transfers and Rehires** (Navigation: HR/Payroll Page>Time and Labor Administrator>Time> Maintain Time Reporter Data)
  - Update information by adding a new row with effective date to transfer or rehire date
- Once the employee is enrolled in Time Reporter there is an overnight process that runs that will give the employee access to the timesheet on the Employee Page/Hub